

# United Nations Office Nairobi

Presentation  
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**UNITED NATIONS**  
OFFICE NAIROBI

# United Nations Office Nairobi

The United Nations Office at Nairobi was established with effect from 1 January 1996 as a successor to the United Nations Common Services Unit at Nairobi and two separate divisions of administration of the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat) . The objective in establishing the Office was to strengthen the United Nations presence in Nairobi and to achieve economies of scale. Under a memorandum of understanding and specific service arrangements with UNEP and UN-Habitat, the Office provides them with a full range of administrative and other support services. Under various agreements with offices of other organizations of the United Nations system located in Nairobi, the Office also administers common support services for those offices. The Office also manages the United Nations facilities in Nairobi. The responsibilities of the Office are set out in the Secretary-General's bulletin on the organization of the United Nations Office at Nairobi (ST/SGB/2009/3).

UNON is headed by a Director-General, at the Under-Secretary-General level, who serves as the representative of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host-country and other Governments, and intergovernmental and non-governmental organizations in Nairobi, as well as other organizations of the United Nations system in Kenya.

# UNON STRUCTURE

## 2017 Budgets

Office of the  
Director-General (ODG)  
RB : \$2.04m  
(Staffing: Table: 7)

Division of Security  
& Safety Service  
(DSS)  
RB : \$13,31m  
(Staffing Table: 153)

Division of  
Administrative  
Services (DAS)  
RB : \$35.45m  
XB : \$43.63m  
(Staffing Table: 336)

Division of  
Conference Services  
(DCS)  
RB : \$21.03m  
XB : \$16.81m  
(Staffing Table: 146)

UNIC &  
Visitor's Centre  
RB : \$3.04m  
(Staffing Table: 7)

AOJ  
UNDT/OSLA/OMB  
RB : \$7.21m  
(Staffing Table: 8)

All Figures  
2017 Appropriation

DAS  
(Office of the Director)

- Direct and manage all UNON DAS Services
- Guide and oversee provision of Common Services
- Provide leadership and guidance on Change Management

BFMS

- Management of Financial Resources
- Provision of Accounting Services
- Processing of payroll, payments and statements

HRMS

- Recruitment of Staff
- Staff Administration including entitlement processing
- Training
- Medical Services

CSS

- Facilities
- Travel & Shipping
- Host Country
- Commercial Operations
- Provision of Procurement Services

ICTS

- Manages & supports ICT systems and infrastructure - LAN, internet, IP telephony, hardware & software

**DIVISION OF  
ADMINISTRATIVE SERVICES  
(DAS)  
FUNDING/GOVERNANCE**

**CORE  
XB  
\$8,99m**

**REGULAR  
BUDGET  
\$35.45m**

**COMMON  
SERVICES XB  
\$34.64m**

**UNEP & UN-HABITAT  
LOCAL & GLOBAL  
(+UNON & SECRETARIAT)**

**ALL UN AGENCIES, FUNDS  
& PROGRAMMES in or  
OPERATING from KENYA**

**COMMON SERVICES  
BOARD  
(Chair RC + HEADS OF AFPs)**

## Core Services Areas:

- Financial resource management
  - Accounting services
  - Financial statements
  - Payroll processing
- Human resource management
  - Staff recruitment
  - Staff administration including entitlement processing
- Procurement services

## Common Services Areas:

- Joint Medical Services (includes UN Cares)
- Staff Stress Management Counselor Service
- Host Country Relations Services
- Diplomatic Pouch Service
- Bus Transportation Service
- After-Office-Hours Shuttle Service
- Information Technology Service
- Emergency Blood Services
- Diplomatic Police Unit
- Common UN SMS Alert System
- Common UN Radio Room

# OVERSIGHT AND MANAGEMENT

## CORE CLIENTS

MOUs and Service Level Agreements signed with UN-Habitat and UNEP at Director level.

Service performance monitored by Key Performance Indicators, drawn from Service Level Agreement Benchmarks

Biannual reports to measure performance and identify discrepancies, and propose any business process improvements required.

Matters requiring higher approval, i.e. budgets and major policies, are referred to the Director-General

## COMMON SERVICES

All UN Agencies, Funds & Programmes in or Operating from Kenya invited to participate in all levels of governance

Working Groups / Sub-Committees are formed of subject experts to deliberate on and make proposals to CSMT

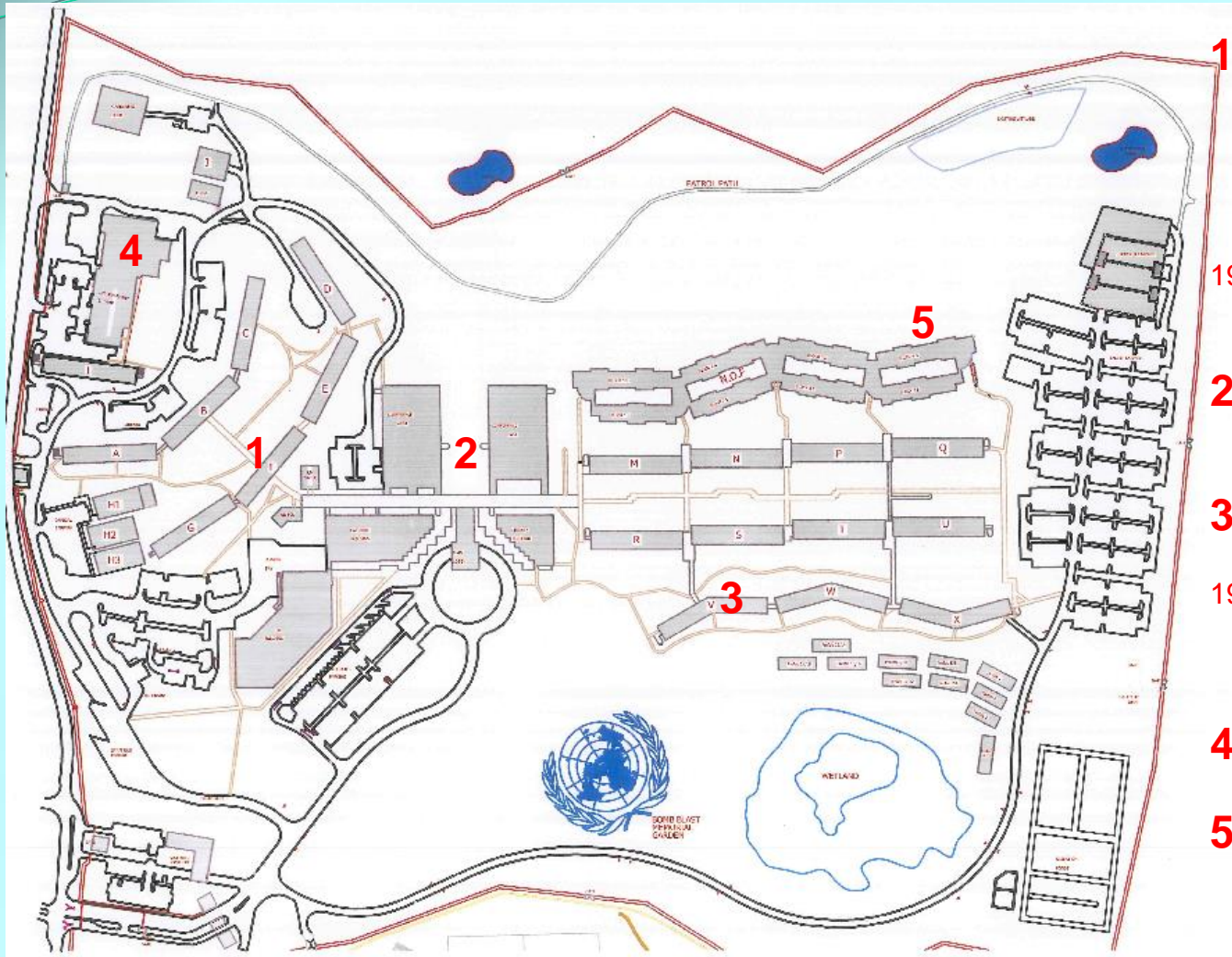
CSMT meets monthly – Chaired on an annually rotating basis by CSB approved FPA representative

CSB sits twice a year, and as required, to approve recommendations, work-plan and direct as necessary

# DAS Statistics - 2017

Key Statistics	Total	UN-Habitat
Prepared financial statements	\$1,897m	\$350m
Annual Payments	41,200	12,900
Staff payrolled	2,900	230
Staff administered	2,200	230
*International staff administered	950	135
Consultancy contracts	650	140
Recruitment	240	40
Training	518	35
Travel (ticket processing)	10,100	3,750
Stores/ stock requisitions	137,300	19,700
Equipment (asset register)	67,700	30,000
Procurement actions	2,200	550
Common Services	\$34.6m	\$1m
Rent	\$11.5m	\$950,000
		8





**1972** - Nairobi became UN HQ following establishment of UNEP HQ in Nairobi

**1975** - Government of Kenya (GOK) donated 100 acres in Gigiri, and original 7 Blocks (A-G) constructed as temporary accommodations for UNEP

**1978** - UN-HABITAT established. GOK donated additional 2 plots

**1983/1985** - Additional 6 Blocks (M, N, P, R, S, T) and Conference Center built

**1992** - Additional 5 Blocks (Q, U, V, W, X) built

**1996** - United Nations Office at Nairobi (UNON) created as central administration for UNEP and UN-HABITAT

**2008** - New Commissary and CMMF constructed

**2009/10** - New Office Facility (Blocks 1-4) constructed

THANK YOU



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